



ADMINISTRATIVE NOTES



Superintendent
of Documents

LIBRARY PROGRAMS SERVICE

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PUBLIC PRINTER ESTABLISHES INFORMATION TECHNOLOGY PROGRAM WITHIN LPS

In a recent Resolution, the Joint Committee on Printing (JCP) expressed the desire that the Government Printing Office begin work on a program "to test the feasibility and practicality of disseminating government publications to Depository Libraries in electronic formats." In his letter conveying the Resolution to Public Printer Ralph E. Kennickell, Jr., JCP Chairman Frank Annunzio cited the Committee's "belief that new and emerging technologies could make it possible to distribute government information to Depository Libraries at substantial cost savings to the program."

Accordingly, the Public Printer has established an Information Technology Program within the LPS as the focal office for this important, new area of activity. By this action, the Public Printer has broadened the scope of the Depository Library Program beyond the traditional limits of ink-on-paper and microfiche publication formats. LPS will now be examining the widest range of modern information technologies for their prospective application in the Depository Library Program.

JAN ERICKSON JOINS THE LIBRARY PROGRAMS SERVICE

Ms. Jan Erickson has been assigned to the Information Technology Program within the LPS Library Division. Jan originally joined the GPO in 1978, after receiving her MLS degree from Florida State University. During the following 8 years she worked with the Documents Technical Support Group on a variety of systems and projects in the Superintendent of Documents area, including the Depository Distribution Information System, the Lighted Bin System, and development of the SOD-13 microfiche guidelines. In February 1986 Jan was appointed to the position of Library Marketing Specialist. In her marketing role Jan had the opportunity to interact with librarians and library groups on issues relating to the Depository Library Program. She is currently enrolled in the Information Systems Specialist Program at the George Washington University.

Jan brings to LPS a wealth of knowledge and breadth of experience that well qualify her to manage the Information Technology Program.

GPO AT ALA GODORT MEETING

The GODORT Federal Documents Update will be held at the annual conference of the American Library Association in San Francisco on Saturday, June 27, from 9:30a.m. to 12:30p.m. in Room 270-272 of the Moscone Convention Center. GPO staff will be available to provide information on the Depository Library Program.

The following day, June 28, there will be a workgroup discussion meeting, from 2:00p.m. to 5:30p.m. in the Ramada Renaissance Room 2. This meeting will provide the opportunity to discuss issues which have been introduced briefly at the update, as well as some which will be handled in this session only. All those interested in documents issues are encouraged to attend both meetings.

BOUND CONGRESSIONAL RECORD

There is still some confusion among depository librarians regarding the conversion of the bound Congressional Record to microfiche. There are two distinct issues and distribution processes.

1) Depository Library Council recommendation #11 (March 1986) encouraged GPO to convert from hard copy to microfiche a number of titles in order to achieve Congressionally-mandated cost reductions (Gramm-Rudman sequestration). One of the titles on Council's list was the bound Congressional Record provided that the index and daily digest were available in paper. In Administrative Notes, vol. 7, no. 11, July 1986, and again in vol. 8, no. 11, June 1987, GPO announced implementation of this recommendation. The Congressional Printing Management Division (CPMD) now provides only two copies of the bound Record for fiche conversion. CPMD reports that it costs over \$20,000 per volume to "go back to press."

2) During the annual Item Selection Update cycle, those libraries selecting Items 0993 or 0993-A do not have to delete those items and then select Item 0993-D. The Depository Administration Branch has already merged the distribution records for shipping the Congressional Record in microfiche beginning with vol. 131. As previously announced, vol. 129-130 will be printed and distributed as time permits under Item 0993-D.

Those libraries which have deleted Items 0993 or 0993-A have affected the receipt of the paper and microfiche distribution of vol. 128 and vol. 127 index. If your library inadvertently deleted either of these item numbers, please contact Barbara Johnson at (202) 275-1153 or Sheila McGarr at (202) 275-1071.

DEPOSITORY SHIPMENTS DOWN

Some Documents librarians have called GPO to inquire about the unusually small number of shipment boxes being distributed. This decline has not been caused by any delay on the part of GPO. In the last seven months, LPS has received 780,000 fewer pieces to distribute than in a similar seven month period last year. This decline in receipts is resulting in fewer shipments. The Library Programs Service is processing and shipping all publications we receive under Title 44, U.S. Code.

CONGRESSIONAL SERIALS

The Depository Administration Branch has received many inquiries recently regarding the classification and distribution of Congressional serials and their listing in the List of Classes. LPS hopes the following explanation will clarify a somewhat complicated situation.

As depository libraries are aware, the Classification and Cataloging Branch has been removing serials from "general publications" and series classes and assigning unique classification stems to them since the fall of 1985. This policy applies to Congressional serials as well as to serials published by other agencies. In all cases, the item number and distribution for the re-classified serial remains what it was under its original class stem. For example, Rules of the Committee on Small Business, U.S. House of Representatives, was originally classed Y 4.Sm 1:R 86/(date), and distributed under Item 1031-A for paper and Item 1031-B for microfiche. The title has been re-classed as Y 4.Sm 1/10:(date), but the item numbers remain the same, and those libraries originally receiving it in microfiche will continue to receive it in microfiche and those libraries originally receiving it in paper will continue to receive it in paper.

Some uncertainty as to the status of these Congressional serials has arisen because they have not been uniformly listed in the List of Classes as new class stems have been assigned to them. To remedy this, these titles, along with their respective item numbers for both microfiche and paper, will be listed beginning with the June 1987 revision of the List of Classes.

STATUS OF HORIZONS MAGAZINE

The publication entitled Horizons (SuDocs class S 18.58:, Item 0900-C-08) will be discontinued after the issuance of the Summer 1987 issue. The Acquisitions Unit has been informed that the International Development Agency within the State Department has had a budget cut, necessitating this action.

PACKAGE X -- FEDERAL TAX FORMS

Package X -- Informational Copies of Federal Tax Forms (SuDocs class T 22.2/12:, Item 0956) is distributed in paper. However, in the March, 1987 List of Classes (GP 3.24:987/1), there is an error in the format shown for this title. Please change the (MF) to (P) on page 143 of this issue of the List of Classes. The format will be shown correctly in the June 1987 List of Classes.

DEPOSITORY DISCARDS

In the past few weeks, some depositories have been approached by various individuals offering to "trade" the depository's paper documents for microfiche copies. Documents librarians should be aware that depository materials remain the property of the U.S. Government even after they are received at the library. These materials can only be discarded according to the procedures established in the Instructions to Depository Libraries and at the discretion of the Regional library. The needs of the Regional library and of the other selective depositories in the State have priority when disposal lists are reviewed. The Regional libraries have an obligation to ensure that the integrity of the State's depository resources is maintained.

The Regional's permission is needed to dispose of documents on each discard list, and the Regionals's permission cannot be presupposed. Therefore, selective depository libraries cannot enter into any agreements with third parties to trade depository paper copies for microfiche.

Information on the disposition of depository publications can be found in Sections 2, 11, and 13 of the Instructions to Depository Libraries. Further information can be obtained by contacting the Chief, Inspection Team.

FERC PUBLICATIONS: CLAIM INSTRUCTIONS

Please make a note to change the address in claiming the following two Federal Energy Regulatory Commission publications. The address was printed incorrectly in the vol. 8, no. 11, June 1987, issue of Administrative Notes. The two publications:

Federal Energy Guidelines, FERC Reports (SuDocs E 2.17:, Item 0438-C)
Federal Energy Guidelines, FERC Statutes and Regulations (SuDocs E 2.18:, Item 0438-C-01)

are distributed directly to depository libraries from the agency. All claims for missing or defective issues should be forwarded to the following address to expedite processing:

Federal Energy Regulatory Commission
 Legal Reference Branch
 825 N. Capitol St. NE
 Room 3400
 Washington, D.C. 20426

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